PROPOSAL DEVELOPMENT RESOURCES

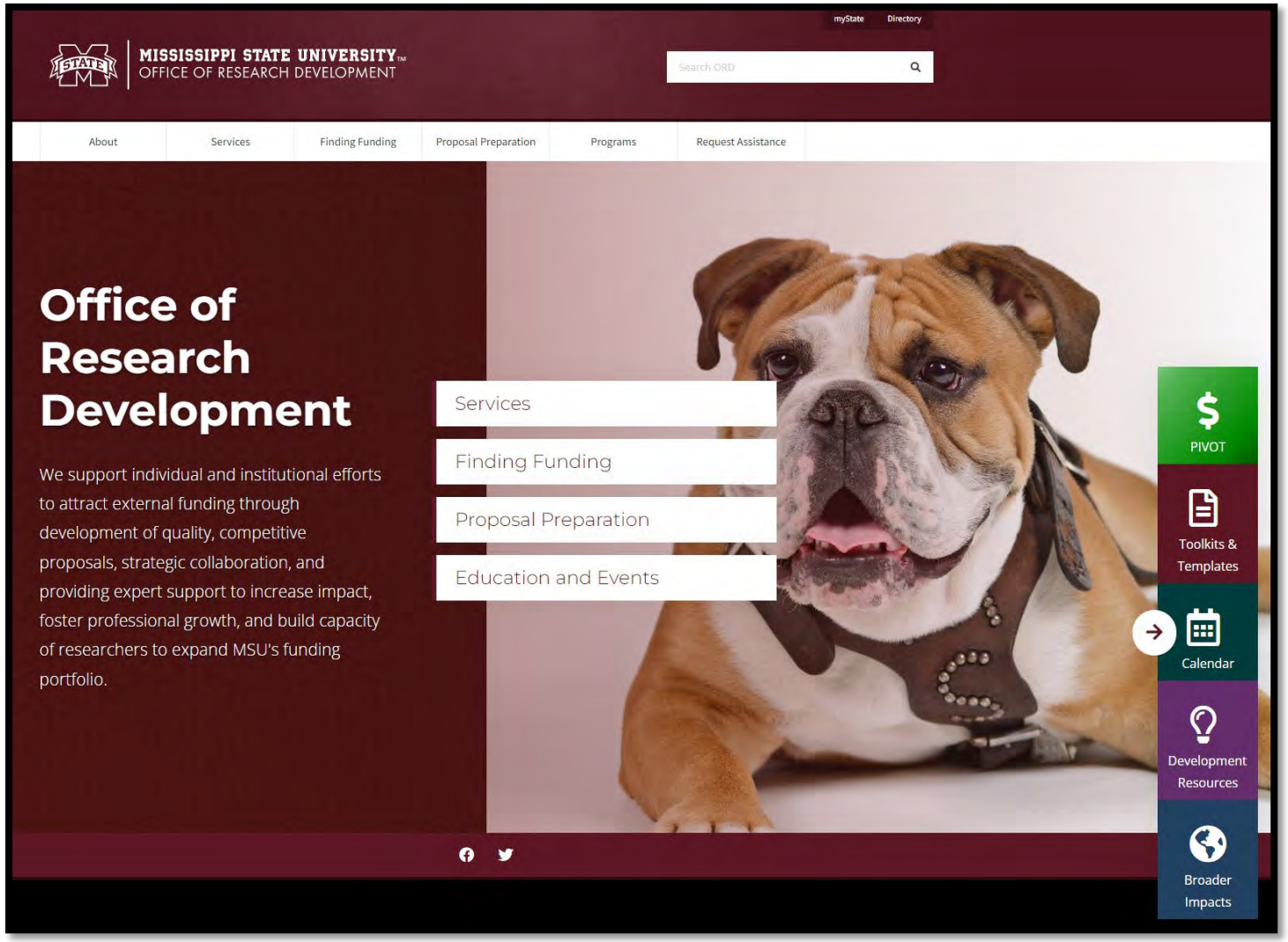
This segment of the program will describe the development resources and support services available through the ORD, including tools such as checklists, outlines, logic models, writing prompts, boilerplate language, and examples/templates for various supplemental documents.

You will learn about institutional subscription services for help finding the perfect proposal opportunities, how ORD models their responsiveness and editorial reviews, and how to find institutional capacity resources.

Office of Research Development

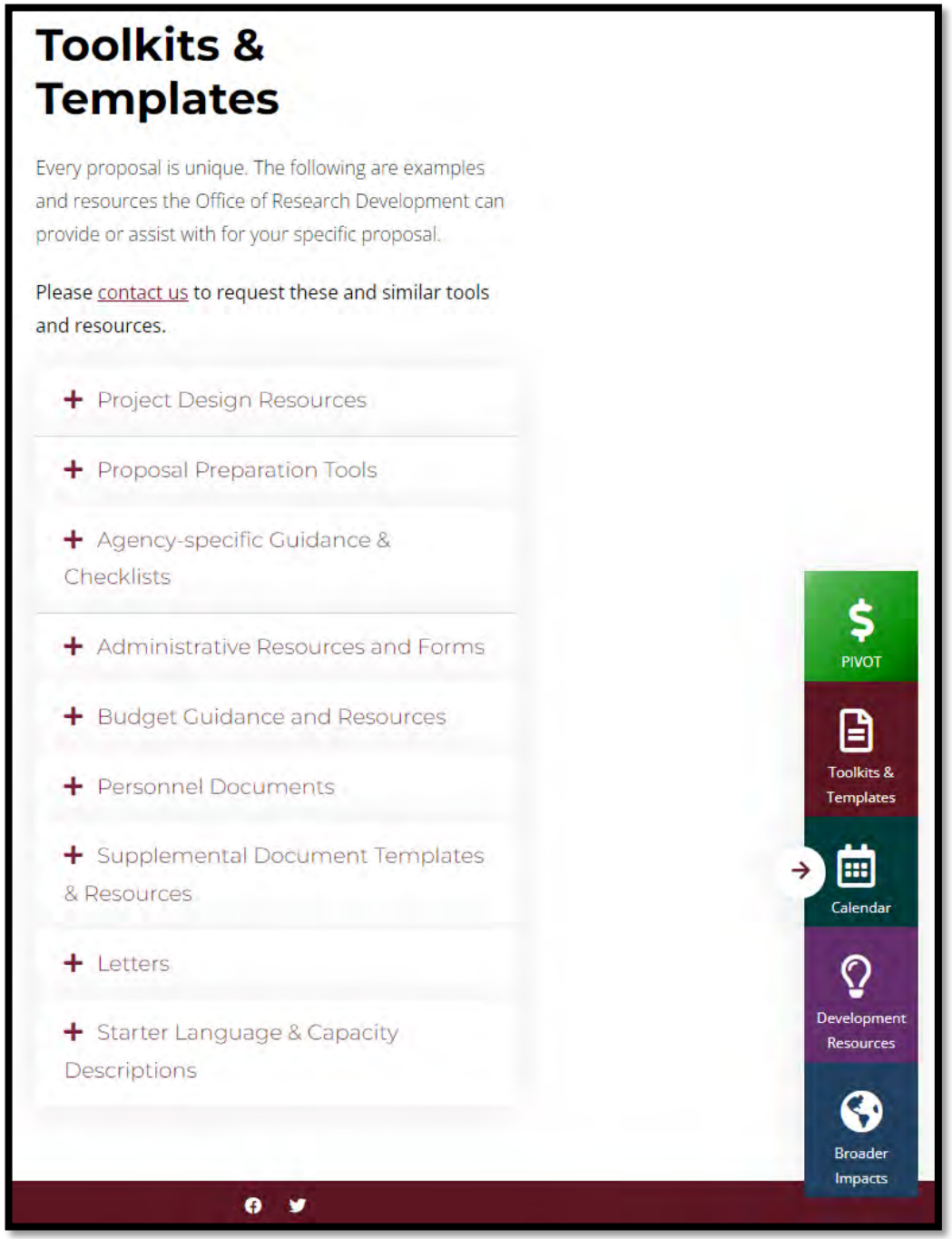
January 25, 2023

Quality & Resource Facilitation



We try our best to make resources and tools for enhancing quality easily accessible through our website.

The Research Directory Links will take you directly to where you need to be to find funding, tools, and upcoming events.

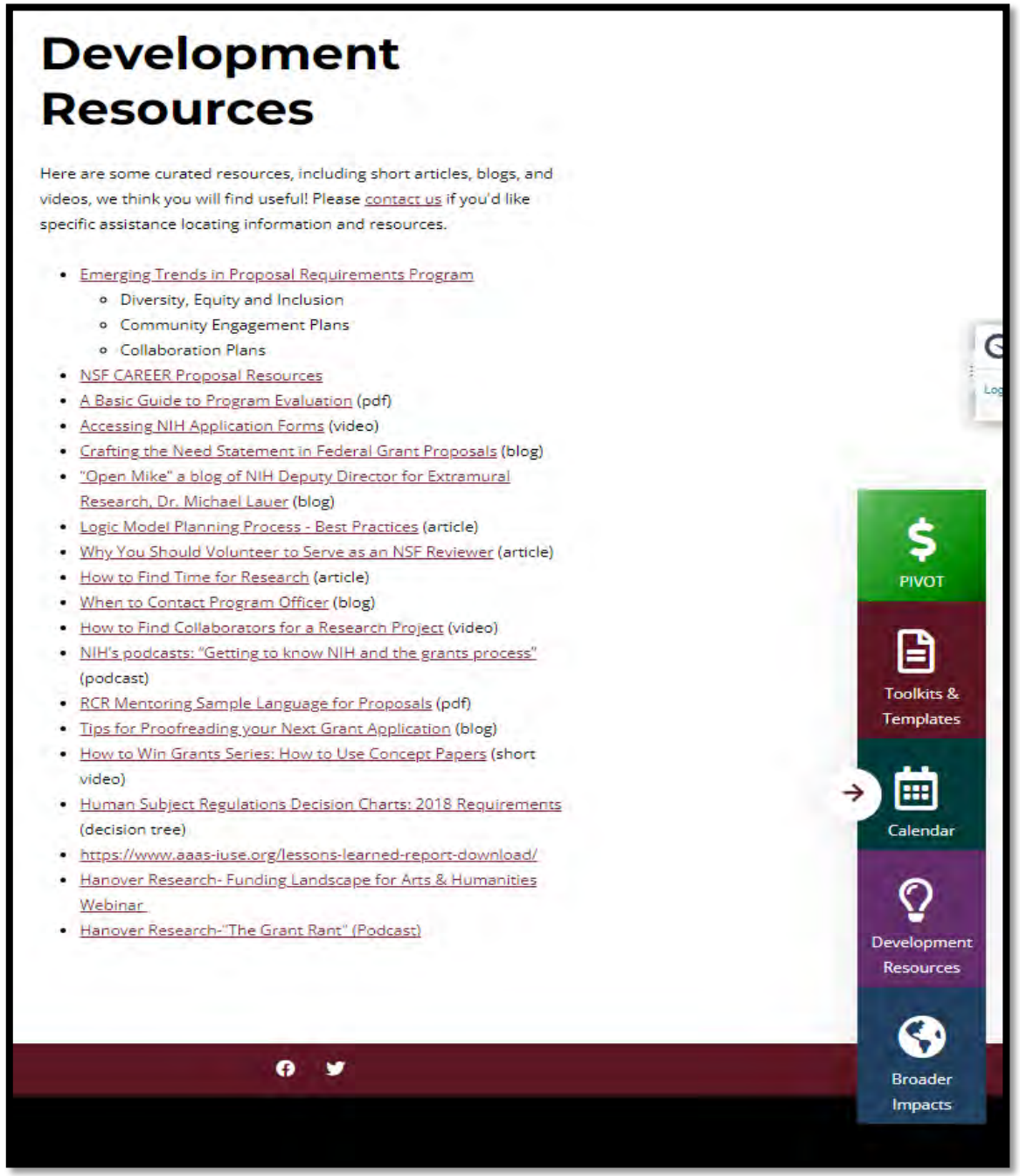


- Clicking on Templates & Toolkits take you directly to our **ORD One Drive.**
- Broken down into different resource areas, you can find templates, forms, and samples on everything from letters and biographical sketches to narrative sections, budgets, and boilerplate language.

TOOLKITS & TEMPLATES

If you don't find it there, email us at development@ord.msstate.edu and we'll find it for you!

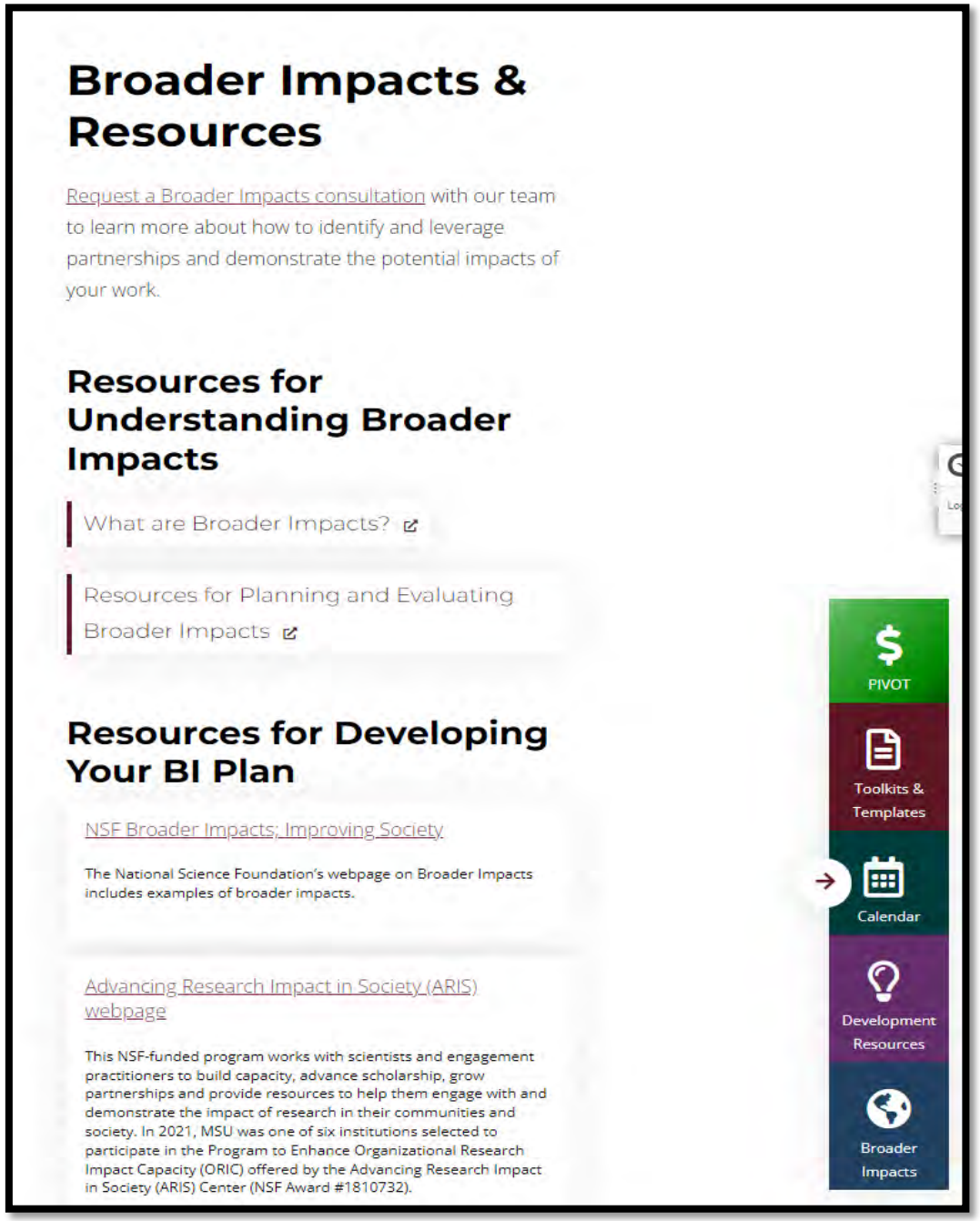
PROJECT DESIGN RESOURCES	• Logic Models Examples & Logic Model Templates • Diversity, Equity & Inclusion Statements & Prompts • Objectives Worksheets • Evaluation Plan Resources • Outreach & Engagement Information	• White Paper Templates • Guidance for Contacting Program Officers • Timeline & Responsible Party Grids & Charts • Partnership Resources • Broader Impacts Resources
PROPOSAL PREPARATION TOOLS	• Requests for Sample Proposals or Excerpts • Subaward Related Resources	
AGENCY-SPECIFIC GUIDANCE	• Standard Proposal Components Outlines & Checklists • Instructions by Federal Agency	• Program Specific Best Practices • NSF Proposal Prep Toolkit • Agency Direct Links
ADMINISTRATIVE RESOURCES & FORMS	• Proposal Packaging and Submission Checklist • Subaward Information Request Template • MSU OSP Internal Procedures & Documents	
BUDGET GUIDANCE & RESOURCES	• Standard Templates • Justification Samples • Category Planning Worksheets • PHS & Modular Detailed Budgets	
PERSONNEL DOCUMENTS	• Biographical Sketch Templates & Instructions by Agency • Current & Pending Support Forms by Agency • Collaborators & Other Affiliations Templates • SciENcv Instructions	
SUPPLEMENTAL DOCUMENT TEMPLATES	• Data Management & Sharing Plans Templates & Instructions • Letter Templates & Samples • NSF Postdoctoral Mentoring Plan Template & Instructions	• Human Subject Study Records Documents • Facilities, Equipment & Other Resources Instructions • Specific Aims Templates • Collaboration Plans Templates & Instructions
LETTERS	• Various Letter Samples & Examples	
STARTER LANGUAGE & CAPACITY DESC.	• Boilerplate Language and Capacity Descriptions for the entirety of Mississippi State University, including links to webpages.	



- Clicking on Development Resources will again, take you directly to our **ORD One Drive.**
- There are links to blogs, videos, articles, and forms that you can use for information, best practices, and general proposal information.

DEVELOPMENT RESOURCES

If you don't find it there, email us at development@ord.msstate.edu.

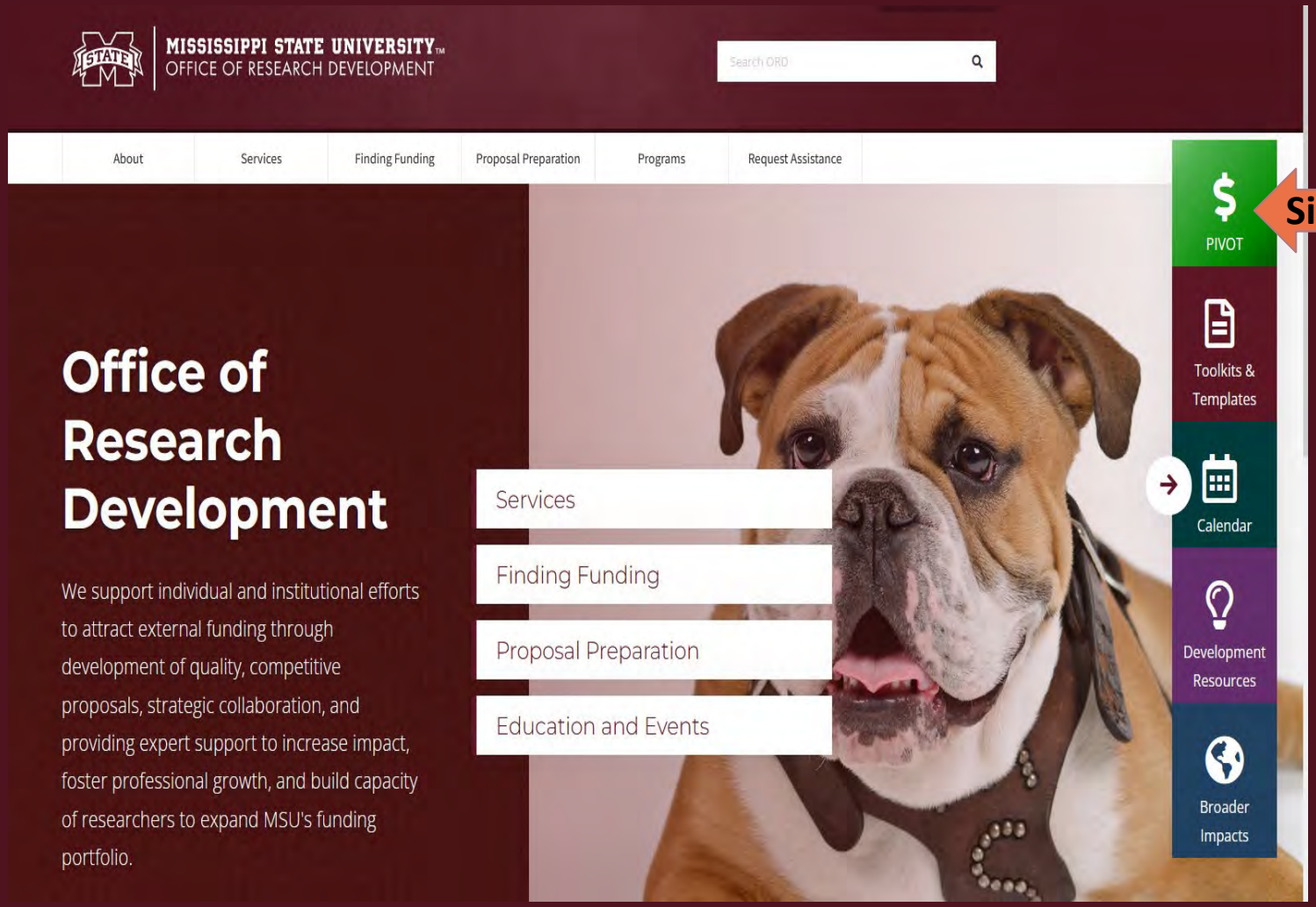


- Clicking on Broader Impacts will take you directly to a page dedicated to all things BI and advancing research in society.
- There are resources to better understand what BI is and how to plan and evaluate them; resources for developing a BI plan, how broader impacts improve society, and multiple tools, worksheets, and rubrics for creating strong broader impacts!

BROADER IMPACTS

If you don't find what you need, email us at development@ord.msstate.edu and we'll find it for you!

PIVOT-RP



-Search and customize funding opportunities

-Save, track and share individual opportunities

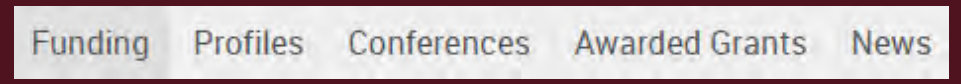
-Match opportunities with potential collaborators

-Enhance communication and outreach

-Receive updates and notifications

-Stay updated with policy and funding insight

Getting Started: https://www.ord.msstate.edu/



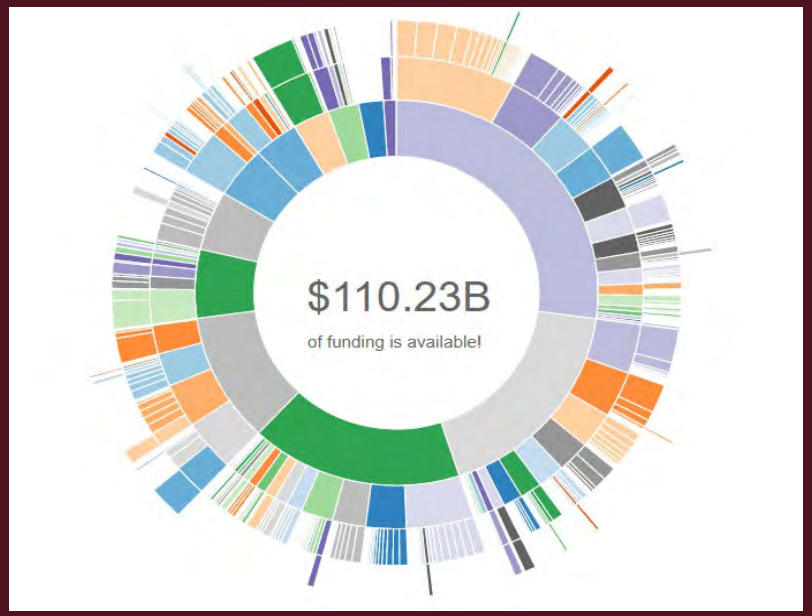
PIVOT- RP

ONE STOP SHOP

-STAY CONNECTED-

-CUSTOMIZE-

-DISCOVER-



Connection to a WIDE distribution of Sponsors

- Federal, private foundations, state and local government, professional societies, etc

Offers a WIDE variety of opportunity types

- Research, training, travel, program and curriculum development, etc

Questions: Kristen@ord.msstate.edu

TARGETS OF OPPORTUNITY (TOPS)

- Monthly newsletter sent out the 1st week of the month
- Highlights funding opportunities
- Advertise upcoming events, webinars and conferences
- Updates and things to know
- Pivot (w/ direct link)

PIVOT-RP

Find Funding
Build Collaborations
Increase Communications

Silas Knox & Ashley Miller, Contract & Grants Specialists, College of Arts & Sciences
Matt Capella, Program & Grant Dev. Specialist, MSU – Extension Service Administration
Haleigh Fason, Contract & Grant Specialist II, FWRC
Natalie Belk, Contract & Grant Specialist II, MAFES
Stephanie Huffman, Contract & Grant Specialist, College of Veterinary Medicine Basic Sciences
Schanna Beckham, Contract & Grant Specialist, Division of Business Research
MaryAnn Latham, Program & Grant Development Specialist, MAFES
Kyle Baggerly, Program & Grant Development Specialist, College of Education
Chris Kolb, Business Manager II, University Libraries
Natalie Young, Research Administrator, High Performance Computing Collaboratory
Teresa Bryan Watts, Program & Grant Development Specialist, Bagley College of Engineering
Cassie McGee, Special Projects Grant Coordinator, MAFES

Office of Research

TARGETS of Opportunity

Team Building & Funding Forecast

Each month, ORD will curate and highlight four forecasted grant opportunities that reflect strong institutional capacities. We hope this initiative will encourage investigators to build strong collaborative teams and take on some of these important opportunities. If our office can provide further information about a particular opportunity or assist in identifying potential collaborators, please contact us.

You're the subject matter expert – let us help with the rest!

Sign In Here.

Schedule a Consultation with ORD!

development@ord.msstate.edu

Upcoming Dates & Things to Know

FULLER GRANT UPDATES

- Dr. Marty Fuller (MSU's Legislative Liaison)
- Highlight weekly grant opportunity updates
- Meeting and workshop notices from Federal agencies

Table of contents, agency information, due dates, expected award numbers, estimated funding, explanation of purpose and opportunity links!!

****Distributed on Wednesdays**

INTERNATIONAL FUNDING OPPS: FULLER GRANT UPDATES

Department of State - Bureau of International Security-Nonproliferation - Securing Emerging Technologies and Their Supply Chains

Estimated Proposal Due Date: March 4, 2023
Expected Number of Awards: 7
Estimated Total Program Funding:
Award Ceiling: $6,419,753
Award Floor: $6,419,753
Funding Opportunity Number: SFOP0009314

Purpose: *The purpose of this NOFO is to address national security deficiencies in partner nations' export controls, related technology protection controls, public procurement, investment screening, and critical infrastructure protection measures, as well as build the corresponding institutional capabilities in customs and border enforcement. EXBS seeks to fund implementers to deliver tangible, measurable capacity development and technical assistance programming that helps address these regulatory and institutional weaknesses and facilitate private sector and academia's compliance with international nonproliferation norms.*

Eligible Applicants:
Others

Additional Information on Eligible Applicants:
Domestic Non-federal entities (including state, local government, Indian tribe, institutions of higher education (IHE), or nonprofit organization), Foreign Non-Profit Organizations, Domestic & Foreign For-Profit Organizations (must waive fee/profit), and Foreign Public Entities (including Foreign Public International Organizations).

Contact:
ECC_Grants@state.gov

https://www.grants.gov/web/grants/view-opportunity.html?oppId=345303

*****Distributed on Fridays***

ORED GRANT WRITING NEWSLETTER

Research Development & Grant Writing Newsletter which is published monthly by Academic Research Funding Strategies, LLC

Includes information & grant opportunities from various agencies

- *Active Links*
- *Announcements*
- *Information & Links to Webinars*
- *Advice & Resources*
- *Tips for proposal writing*
- *Policy changes & updates*
- *Agency reports*
- *Highlights NEW opportunities*

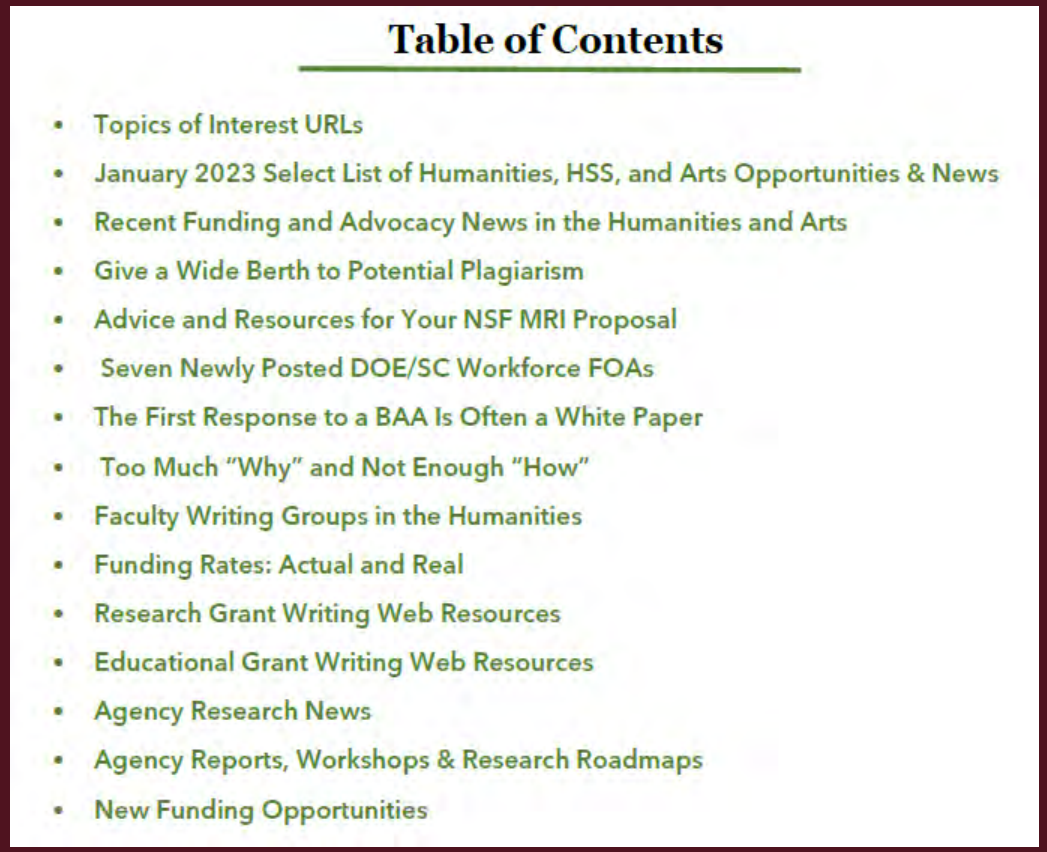


Table of Contents

- Topics of Interest URLs
- January 2023 Select List of Humanities, HSS, and Arts Opportunities & News
- Recent Funding and Advocacy News in the Humanities and Arts
- Give a Wide Berth to Potential Plagiarism
- Advice and Resources for Your NSF MRI Proposal
- Seven Newly Posted DOE/SC Workforce FOAs
- The First Response to a BAA Is Often a White Paper
- Too Much "Why" and Not Enough "How"
- Faculty Writing Groups in the Humanities
- Funding Rates: Actual and Real
- Research Grant Writing Web Resources
- Educational Grant Writing Web Resources
- Agency Research News
- Agency Reports, Workshops & Research Roadmaps
- New Funding Opportunities

***Distributed ~ 15th of each month*

LIMITED SUBMISSIONS

External funding agencies "limit" the number of proposal submissions that an individual university may submit

How do I receive LS?

-LS are sent via email from ORD to a variety of individuals: DDD, G&Cs, ADRs, etc and then disseminated broadly

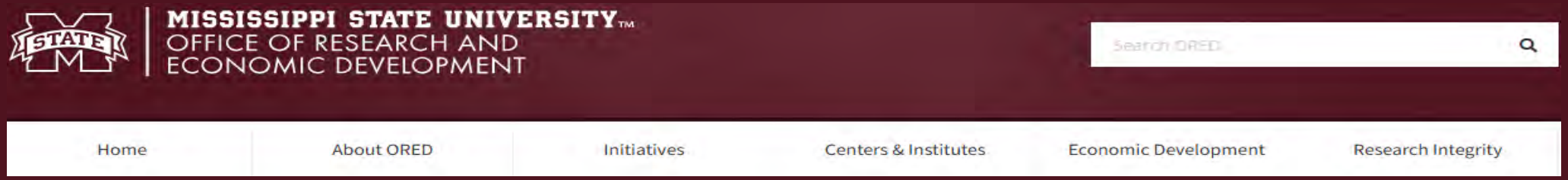
-These opportunities should already be posted in InfoReady

If a LS opportunity is identified outside of ORD postings, it's the responsibility of the MSU employee to notify ORD of that opportunity

How to find the posted LS:

Office of Research and Economic Development (ORED) homepage

- https://www.research.msstate.edu/



- Initiatives
- Limited Submissions
- Online Limited Submission portal (InfoReady) https://msstate.infoready4.com/#

LIMITED SUBMISSIONS CONT.

What are the processes?

Step 1 -View opportunities via the InfoReady portal or the link attached in the received email

Step 2- Personal eligibility

Step 3 -Submit ALL pre-proposal requirements through InfoReady by the internal deadline posted

Title	Due Date
NSF Partnerships for Innovation (PFI)	02/17/2023
NSF: Scholarships in STEM Network (S-STEM-Net): S-STEM Research Hubs	02/3/2023
FFAR: New Innovator in Food and Agriculture Research Award	01/27/2023
White Paper Only DoD TAMU University Consortium for Applied Hypersonics	01/24/2023
DOE: Research in Basic Plasma Science and Engineering	01/6/2023
NSF Major Research Instrumentation (MRI) Program	01/6/2023

-If the number of pre-proposals received exceeds the amount allowed by the agency, an internal review will determine which proposal(s) will move forward.

-If selected, an ORED approval number will be provided for those moving forward with a full proposal submission.

-OSP will not submit a LS proposal without an ORED approval number (must be on the IAS)

Email Development@ord.msstate.edu to be added to the direct distribution lists

IDENTIFYING COLLABORATORS AND RESOURCES

- ORD can help identify centralized resources such as:

  Core facilities

  - Research Centers and Institutes

  Major equipment

  Industry partners

  Community Partners

  Cross-college collaborators

  - Co-PIs
  - DEI experts
  - Library resources
  - Evaluators

ONCE IDENTIFIED ORD CAN HELP:

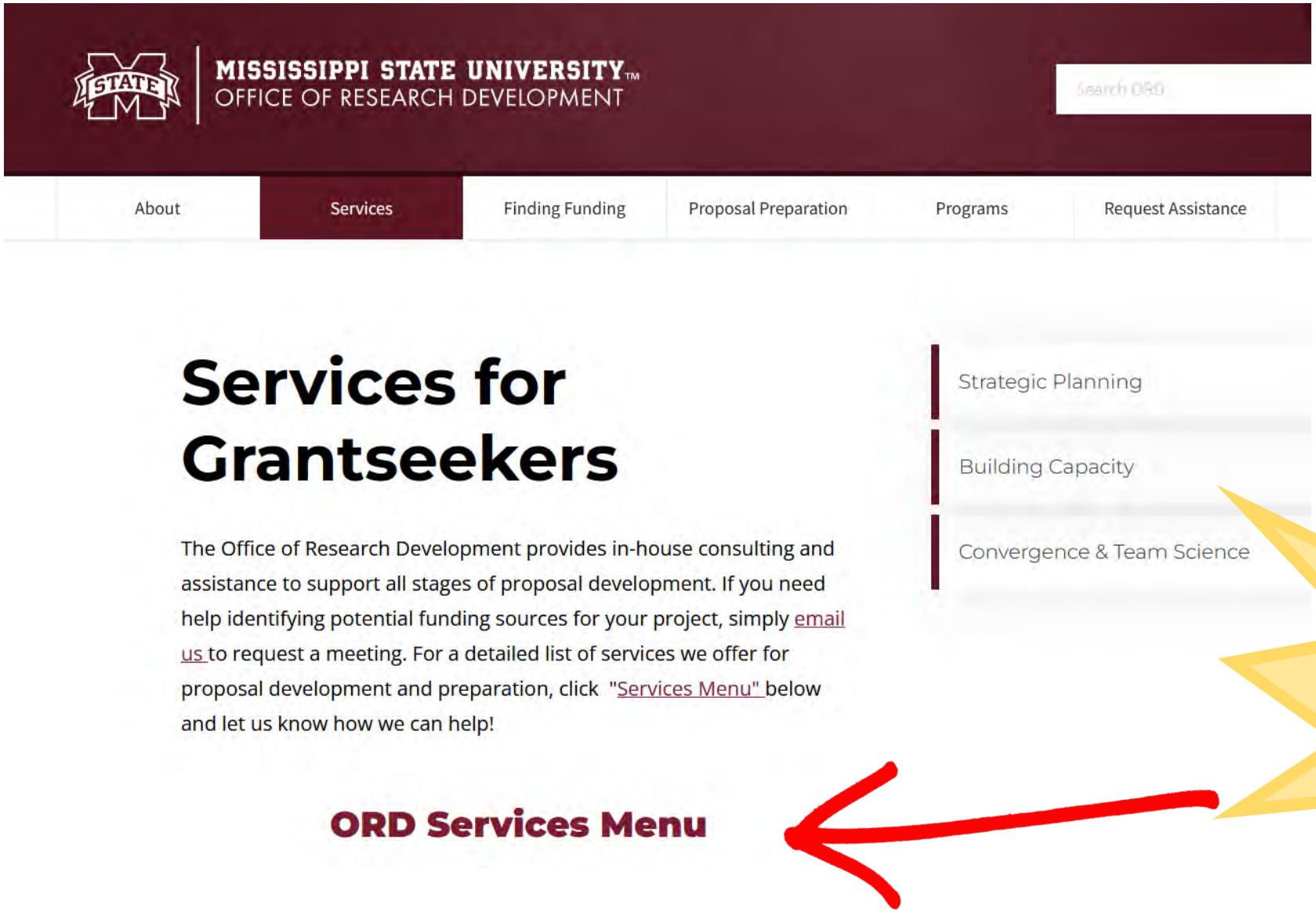
Connect you to the pertinent group, personnel, and resources.

Facilitate introductions between collaborators and partners.

Help navigate through administrative structures.

- Understanding MSU policies
- College and Departmental rules
- Funding agency regulations

ORD:
your “in-house” consulting service



- **ORD serves all**
- **When & how to request our services**
- **Timelines & Coordination**

DETAILS HERE!!

ORD Proposal Preparation* Support

- By request and referral – ORD is not an administrative office.
- Timelines for types of services available are based on proposal deadline
- Assigned internally based on staff capacity (workload and expertise)
- ORD Services are separate from administrative and regulatory processes and procedures.
- “Top down” and “bottom up” support for elements - or entirety- of the proposal process.
- Including, but not limited to…..

Less than 3 weeks before OSP deadline
(one or more of these may be requested)

- Editorial Review: structural and grammatical feedback, and advise on the clarity of the narrative/project description (editing for common voice, consistency and style, and clarity for ESL writers)
- Critical Review: ORD will provide critique and feedback as to the responsiveness to the RFP and overall strength of the narrative/project description.
- Limited review of ancillary narrative components for grammar, compliance, and responsiveness to call.
- Budget Review: Review of budget and justification for correct categories, alignment with justification and project description, mathematical accuracy, and corroboration with other proposal documents (i.e., C&Ps, cover sheet, etc.) When provided with a draft or final version of the narrative or abstract, ORD will offer budget review regarding appropriateness of charges as well as compliance with sponsor, university, and federal or state regulations. ORD may review budget narrative.
- Proxy administrative support (if none exists in PI department) for uploading submission materials, completing IAS, communicating with OSP for submission.
- Assistance with navigating various sponsor forms and platforms, as appropriate and time allows.

Minimum of 3 weeks before OSP deadline *(depending on complexity of proposal)*

- Editorial and Critical Review: comprehensive review of project narrative as well as any other requested proposal docs for responsiveness, compliance, and alignment with the solicitation and funder's priorities - with iterative feedback- when provided a minimum of 3 weeks before OSP deadline.
- Budget and justification creation assistance: when provided a draft of the narrative or project scope/workplan, ORD can assist faculty or staff with the creation of the budget and narrative, including providing language for the narrative portion. Budget will still be subject to review and approval by the PI's home department and college, as well as OSP- these areas' reviews will supersede that of OSP
- Provision of examples, samples and language (when available and appropriate) of MSU capacities, plans for data management, education and mentoring plans, impact, etc.
- Assistance with supplemental materials (depending on agency -i.e., demonstrating performance history) graphics support such as images, logic models, timelines, organizational charts, etc.
- Proxy support (if not available at dept) for coordination of partners on collaborative projects – letters, subaward forms, etc.

6+ weeks before OSP deadline

- RFP analysis
- RFP Review/preparation of checklists, proposal outline/prompts
- Assistance with project design (identification of gaps in capacity, ID data sources to strengthen proposal goals, help crafting clear objectives and outcomes, assistance with ID supporting literature, assistance with identifying demonstrations of impact, inclusiveness, and/or other RFP-specific requirements
- Identification of team members/partners needed and/or management structure; ID resources for external evaluators, consultants, stakeholder audiences
- Competitive intelligence (review of agency and program-specific priorities, analysis of potential competition related to the project
- assistance with budget scoping (fiscal needs analysis -appropriateness, cost share sources identification, etc.)
- assistance with development of human subjects study record and/or IRB/IACUC/ITAR, etc.
- General team oversight for full proposal production (manage team activities) – coordinate timeline and contributions of participating partners/stakeholders/team members
- By request and if available, facilitate peer or external review near final submission.
- Facilitate communication with funder (PO, etc.) as needed

No ticket required!

Just shoot us an email to:
development@ord.msstate.edu

Describe your request or question and we will be in touch within one day!

Not sure what you need yet or just want to chat? Simply email us to set up a consultation!